



## ASSISTANT DIRECTOR - RECREATION

Job Code: 6101

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o018

### NATURE OF WORK

This is advanced professional administrative and supervisory work, planning and directing a diverse program of recreation services at various geographically dispersed parks and centers. The employee in this classification is responsible for supervising, through subordinate supervisors, the management, operation, and recreational programming of park facilities, park lands, and community centers throughout the City. Responsibilities include developing divisional objectives, and evaluating progress toward their accomplishment, determining park and recreation area and facility demands, establishing program plans and levels of services, and reviewing personnel equipment and material requirements. Duties include preparation and monitoring of Division budget, including forecasting revenues and expenditures, monitoring recreational activities and maintenance of division properties.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Supervises the staff assigned to parks, playgrounds, tennis centers, youth center, pools, and community centers, in accordance with general policies established by the Department Director
- Organizes and administers the various sections of the division, their budgets, and their operations to insure proper and prudent fiscal control and quality of services provided
- Promotes the public use of recreation resources, areas, and facilities for group and individual play, recreation, and relaxation through a continuing program of public education
- Establishes, reviews, and coordinates procedures to maximize delivery of services within allocated resources
- Attends seminars and conferences to maintain and update abilities and knowledge
- Acts as department liaison to Recreation Centers and Park Facilities Board, Sports Committee, Fine Arts Board, Youth Center Advisory Board, and other committees as directed by the Administration
- May write grant applications; coordinates the timely and proper expenditure of grant funds
- Develops a broad, diversified program of recreation services and activities to meet community needs, including programs for special populations
- Administers the operation and maintenance of all areas and facilities under control of the Division
- Acts as Department Liaison on facility renovation or development programs, with contractors, consultants and designers
- Justifies budget proposals
- Monitors Division revenues and expenditures in accordance with approved budget
- Recommends fees and charges for various services
- Maintains records of attendance and usage for recreation activities and facilities
- Prepares and issues regular and special reports for use by Director, Commissioners, Boards, Staff, Community Officials, and others
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of public recreation administration
- Thorough knowledge of the maintenance requirements of park and recreation facilities, equipment, and community centers
- Thorough knowledge of supervisory principles and practices
- Thorough knowledge of community demands and needs for recreation services
- Thorough knowledge of the goals and objectives of a comprehensive City recreation program

- Considerable knowledge of the principles of public and business administration
- Considerable knowledge of budget preparation and justification, monitoring, forecasting, and methods of fiscal control
- Knowledge of public relations principles and techniques
- Knowledge of public accounting methods and procedures
- Ability to supervise, through subordinates, the work of a large staff of geographically dispersed recreation employees in a manner conducive to full performance and high morale
- Ability to delegate the authority to subordinates sufficient to perform assigned responsibilities in various recreation functions
- Ability to establish and maintain effective working relationships with City officials, other employees, various public and private organizations, and the general public
- Ability to coordinate recreation and maintenance activities at a wide variety of geographically dispersed locations.
- Ability to establish, implement, and monitor a variety of recreation activities, to provide adequate services for the public
- Ability to devise and present effective recommendations concerning the development and use of recreation facilities
- Ability to communicate clearly and concisely orally and in writing, to individuals and to groups
- Ability to interpret principles and programs to staff, other organizations, and the general public, and to be receptive to all constructive suggestions made by them
- Ability to exercise judgment and discretion in interpreting and applying departmental policies, procedures and regulations

## MINIMUM REQUIREMENTS

- Bachelor's degree in physical education, parks, recreation administration or related field
- Extensive, progressively more responsible experience in the management of public recreation activities and facilities
- Valid, appropriate driver's license and an acceptable driving record
- Experience may substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, and kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General supervision is received from the Parks & Recreation Director who holds the incumbent responsible for the efficient and effective operation of the division, and delegates authority to the incumbent for the wide latitude of the use of independent judgment
- Work is reviewed by evaluation of written reports and materials, and by verbal interaction through meetings

## SUPERVISION EXERCISED

- Supervision is exercised over all levels of recreation supervisors, community center and recreation directors, and service, maintenance, technical, and clerical employees, with assigned responsibilities in various phases of recreation activities